



AUDIO-VISUAL SPECIALIST (TECHNICAL)
Final Filing Date: February 23, 2006

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation
Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS February 23, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.
All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during May/June 2006.

SALARY RANGE(S) As of: January 17, 2006
\$4,111 - \$4,997

MINIMUM QUALIFICATIONS Either I
One year of experience in the California state service performing the duties of an Audio-Visual Assistant.
Or II
Four years of experience in commercial artwork; one year of which must include the creation and preparation of a wide variety of visual aids. (College work in art or a related field may be substituted for up to three years of the nonspecialized experience on a year-for-year basis.)
Special Personal Characteristics: Artistic and creative ability; willingness to travel throughout the State.
Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
A. Knowledge of:
1. Techniques, materials and equipment used in the design, creation and production of a wide variety of graphics, slide shows, motion pictures, video tapes and multimedia shows

EXAMINATION PLAN (CONTINUED)	<div>B. Ability to:</div> <div><div>1. Provide creativity in converting narrative materials to visual form in a wide variety of media, direct production, provide consultation and advise on audio visual methods, devise solutions to complex audio-visual communication problems, analyze situations accurately and take effective action</div><div>2. Work effectively with people and situations requiring initiative, tact, and judgment</div><div>3. Communicate effectively at the level required for successful job performance</div></div> <div>If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</div>
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div>An Audio-Visual Specialist (Technical), under direction, independently performs a wide variety of technical, professional and creative tasks in connection with the preparation and production of audio-visual materials; selects the media by which audio-visual work is to be performed to ensure the appropriate and cost effective use of time, equipment and materials; performs the most difficult and exacting work to produce video and live television programs which inform and educate employees and the general public; advises, consults with, and originates ideas for departmental unit heads and others to provide information, guidance, recommendation, etc. on the design, use and production of audio or visual media; plans and prepares material for video tapes and television programs; produces and directs live television training programs; maintains video tape library and does other related work .</div> <div>Position(s) exist at the Richard A. McGee Correctional Training Center, at Galt, with the Department of Corrections and Rehabilitation.</div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation, Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS